



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO VA 22134 5001

MCBO 5760.3A  
B 09  
3 Jun 14

MARINE CORPS BASE ORDER 5760.3A

From: Commander

To: Distribution List

Subj: NON-FEDERAL ENTITIES ON MARINE CORPS BASE, QUANTICO  
(MCBQ)

Ref: (a) DoDI 1000.15  
(b) DoDD 1000.26E  
(c) DoD 5500.7-R  
(d) MCBO 5760.1A  
(e) SECNAVINST 11011.47C  
(f) NAVFAC P-73  
(g) MCO 5760.4C  
(h) MCBO 8000.1A  
(i) 5 CFR 2635.808  
(j) E.O. 12353  
(k) MCBO P5100.1C  
(l) MCBO 5530.1

Encl: (1) Sample Letter - Non-Federal Entity Request to Use  
MCBQ Facilities for an Event  
(2) Sample Letter - Non-Federal Entity Checklist for  
Required Documentation  
(3) Sample Constitution or Bylaws  
(4) Minimum Audit Procedures Required of Audit Boards for  
Non-Federal Entities  
(5) Sample Report of Audit Format  
(6) Sample Waivers of Liability and Agreement to Indemnify  
(7) Sample Letter - Request to Operate as a Non-Federal  
Entity Aboard MCBQ  
(8) Sample Recertification Letter  
(9) Sample Dissolution/Disestablishment Letter

1. Situation. To establish policy and procedural guidance for support for non-federal entities authorized to operate aboard Marine Corps Base Quantico (MCBQ).

2. Cancellation. MCBO 5760.3.

3. Mission. This Order provides policy, guidance, information, and procedures concerning support for non-federal entities to conduct activities and operate aboard MCBQ.

4. Execution

a. Information

(1) Reference (a) sets forth requirements and parameters for authorization of and support to non-federal entities operating on military installations. References (b) and (c) authorize limited logistical support of non-federal entities. Reference (d) governs the solicitation and operations of commercial enterprises by non-federal entities aboard MCBQ. Reference (e) is a restatement of the Department of the Navy (DON) policy for the acquisition, management, and disposal by the DON of real property and real property interests, and to assign responsibility and delegate authority to carry out such policy. Reference (f) provides procedural guidance and requirements for accomplishing various real estate actions. Reference (g) describes procedures and support for non-federal entities to operate on Marine Corps installations. Reference (h) provides instructions for the control of privately owned weapons, ammunition and explosives including transportation aboard MCBQ. Reference (i) identifies the restrictions on the conduct of charitable fundraising in the Federal workplace. Reference (j) describes the on-the-job solicitation of Federal employees and members of the uniformed services. Enclosures (1)-(9) are provided for the use of non-federal entities. This Order does not apply to MCBQ Non-Appropriated Fund Instrumentalities (NAFI), billeting funds, or chaplains' religious offering funds. In the event the instructions contained herein conflict with those issued by higher authority, the orders of the higher authority shall take precedence. Notify the Commander, MCBQ (B 09) of any conflict or questions of interpretation. Reference (k) establishes policy and provides guidelines, principles, and procedures for the administration and conduct of the installation Safety and Occupational Health (SOH) and Explosives Safety Programs. Reference (l) establishes an effective access control policy necessary to ensure the safety and security of Marine Corps Base, Quantico (MCBQ) personnel and property.

(2) The Commander, MCBQ may authorize non-federal entities to operate aboard the installation subject to the requirements of this order, in recognition of the benefits the non-federal entity provides to military service members and their families.

(3) This Order does not apply to non-federal entities operating aboard the installation via Marine Corps Community Services (MCCS) contracts or vendor agreements.

(4) This Order does not apply to non-federal entities that are law enforcement agencies of state and local Government that have been granted authorization to use MCBQ Ranges for law enforcement training purposes.

b. Definitions

(1) Authorized Non-Federal Entity. A MCBQ authorized non-federal entity is a self-sustaining, non-federal entity, including a private organization that is incorporated, and constituted or established and operated on a Department of Defense (DoD) installation with the written consent of the installation or higher authority, composed of individuals acting exclusively outside the scope of any official capacity, as officers, employees, or agents of the Federal Government.

(a) Government employees who are members or officers of non-federal entities may not use Government resources to conduct non-federal entity business. See reference (c), Para 2-301 Use of Federal Government Resources.

(b) Non-federal entity members or officers who are also Federal employees may use government resources only in the performance of their official duties and may not use government resources to support a non-federal entity and their personal activities with the non-federal entity.

(2) Constitution or Bylaws. In general, the constitution or bylaws of an organization is the document that contains a non-federal entity's own basic rules relating principally to itself as an organization. All of the non-federal entity's rules shall be combined into a single instrument, usually called the "bylaws" or the "constitution."

(3) Guest. For purposes of this Order, a guest is an individual (not a company or organization) who is a relative, friend, or acquaintance of a member of a non-federal entity authorized to conduct activities on MCBQ, invited to observe or participate in those activities on a one-time or infrequent basis. Guests must remain with the qualified member throughout their visit to MCBQ.

(4) General Public. For purposes of this Order, "General Public" is defined as individuals from the general

population who have no DoD affiliation, who are not members of non-federal entities authorized to operate aboard the installation, military, military dependents, Federal civilian employees, or their invited guests. Any invitation, advertisement or other solicitation to invite the General Public to participate in a non-federal entity event on MCBQ must have advance approval of the Commander, MCBQ.

(5) Lease. The term "lease" means a real estate agreement consisting of an agreement or contract by which the Federal Government grants to a non-federal entity the exclusive rights to possess, use, and enjoy Navy/U.S. Marine Corps Class I (land) or Class II (buildings) Real Property for a specified period of time in exchange for consideration, generally fair market value. Due to the shortage of available MCBQ facilities, the high cost of lease processing administrative fees, and fair market value valuations, leases for the use of MCBQ real property are not usually within the financial resources of non-federal entities.

(6) License. The term "license" means a real estate action consisting of a grant of a personal privilege for a specific purpose on or in Navy/U.S. Marine Corps Class I (land) or Class II (buildings) real property without possessing any real estate interest in it. A license is a non-exclusive grant that is revocable at the will of the licensor (Federal Government). A non-federal entity applying for a license is required to pay Naval Facilities Engineering Command (NAVFAC) the license administrative processing fee.

(7) Non-Appropriated Fund Instrumentalities. A NAIFI is a fiscal entity of the Federal Government that is supported in whole or in part by Non-Appropriated Funds (NAFs). NAIFIs are not incorporated under the laws of any state or the District of Columbia, but have the legal status of an instrumentality of the Federal Government and have the same immunities and privileges as the Federal Government in the absence of specific Federal Statute. Non-federal entities are not NAIFI's. NAFs are Government monies that are not appropriated by Congress and are not held within the U.S. Treasury. Military Departments and Defense Agencies generate NAFs primarily through the sale of goods and services to the DoD military, civilian personnel and their family members in conjunction with authorized Morale, Welfare, and Recreation programs.

(8) Non-Federal Entities not affiliated with MCBQ. An organization which comes on base once a year or less to conduct an event, but is not a MCBQ approved non-federal entity.

(9) Non-Federal Entity. Reference (b) defines a non-federal entity as a self-sustaining, non-federal person or organization, established, operated, and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees, or agents of the Federal Government.

(10) Statutorily-authorized Non-Federal Entity. Certain non-federal entities have statutory authorization to receive particular federal government support and are controlled by specific regulations and directives that allow them to operate on an installation and receive logistical support. The Navy-Marine Corps Relief Society, American Red Cross, and Marine Corps Heritage Foundation are examples of statutorily-authorized non-federal entities that are managed differently and subject to different regulations than other non-federal entities. These organizations are not subject to this Order.

c. Policy. When specifically authorized in writing by the Commander, MCBQ, non-federal entities may offer programs or services that supplement either appropriated or non-appropriated fund activities aboard the installation, subject to the following requirements:

(1) Non-federal entities that seek to conduct events on MCBQ must submit a request to the Commander, MCBQ (refer to enclosure (1)). An approved event request is required for all non-federal entity events or activities on MCBQ, even those that involve one-time or occasional use of Government facilities. A NAVFAC real estate agreement (e.g., lease or license) will also be required depending on the nature of the non-federal entity's use of Government property.

(2) Non-federal entities are not NAFIs, nor is there an official relationship between their activities and those of DoD personnel who are members and/or participants. Reference (c) governs DoD employee personal and professional participation in non-federal entities.

(3) Non-federal entities are only authorized to use MCBQ facilities, services, and equipment for activities when such use has been approved and is consistent with the military mission and otherwise conforms to applicable laws, regulations, and command procedures. In addition to the terms of any real estate

agreement, any conditions for use of Government facilities, services, and equipment not specifically addressed in the real estate agreement must be reflected in a written agreement between the non-federal entity and MCBQ.

(4) A non-federal entity approved to operate aboard MCBQ is authorized to perform only the functions and activities described in the by-laws or constitution submitted with the non-federal entity application for approval. Request to perform additional functions or activities aboard MCBQ must be submitted to the Commander, MCBQ for approval.

(5) A non-federal entity approved to operate aboard MCBQ does not provide any authority for that non-federal entity to sponsor or invite any other non-federal entity aboard MCBQ, unless specifically approved by an event request approval.

(6) References (a), (c), (f) and (g) specify and limit the logistical support that can be provided to non-federal entities. Authorized support is to be outlined in the formal written agreement between the non-federal entity and MCBQ.

(7) A non-federal entity is not a Federal entity and is therefore not entitled to sovereign immunity and privileges accorded to the Federal Government and NAFIs. In order to avoid conflicts of interest and unauthorized expenditures of appropriated and non-appropriated funds:

(a) There shall be no financial assistance given to a non-federal entity in the form of contributions, repairs, services, dividends, or other donations of money or other assets.

(b) NAFI funds or assets shall not be directly or indirectly transferred to non-federal entities.

(8) Non-federal entities shall not engage in activities that compete with any appropriated or non-appropriated fund activities (e.g., MCCS programs) aboard MCBQ.

(9) Reference (d) prohibits non-federal entities from soliciting and operating commercial enterprises on Government property. Non-federal entities may not accept commercial sponsorship or allow commercial enterprises to operate or conduct events or activities in any facilities provided to them

or endorse products or businesses on the non-federal entity's website.

(10) Non-federal entities shall secure insurance, as deemed adequate by the Commander, MCBQ and/or the NAVFAC, in order to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the non-federal entity, one or more of the organization's members acting in its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the organization. The review of insurance policies is limited to determining whether the interests of the Federal Government are adequately protected. If the Commander, MCBQ and/or NAVFAC determine that the interests of the Federal Government can be adequately protected without the non-federal entity obtaining insurance, the Commander, MCBQ, may grant a waiver to non-federal entities relieving them of this requirement.

(11) Non-federal entities must acknowledge that the Commander, MCBQ may temporarily suspend and/or permanently revoke permission to operate or conduct activities/events on the installation at any time and disallow use of Government property consistent with the terms of any applicable real estate agreement obtained by the non-federal entity.

(12) Non-federal entities must provide a single point of contact to Business Performance Office (BPO) concerning all non-federal entity business. The point of contact must be the President, Vice President, or designated representative of the non-federal entity.

(13) Non-federal entities must appoint an organizational Safety Officer to provide a safety program. An organization assigned real estate via a license or lease would benefit to have an available Safety Officer to properly influence safe activity, to avoid dangerous situations and to abate any hazards.

(a) Conduct monthly inspections and reports.

(b) Conduct and maintain an organizational safety program.

(c) Be available for Annual Safety Inspections which are provided by Base Safety Division.

(d) Provide corrective action and abatement of hazards or potential hazards.

d. Non-Federal Entity Activities on MCBQ. Non-federal entities authorized by the Commander, MCBQ to sponsor or conduct activities/events or otherwise operate aboard MCBQ are subject to the following conditions and requirements:

(1) Activities conducted by the non-federal entity and the behavior of its members, guests, and other participants shall not prejudice or bring discredit to the U.S. Marine Corps or other Government agencies.

(2) To prevent the appearance that it is an instrumentality of the Federal Government, the non-federal entity shall not use any of the following in its title or letterhead to identify any of its programs, locations, or activities: name, abbreviation, seal, logo, insignia, or the like used by any DoD component. Non-federal entities must prominently display the following disclaimer on all print and electronic media confirming that the entity is not a part of the Department of Defense: "THIS ORGANIZATION IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the entity is used.

(a) A sample of all intended advertising for an event will be included in the event request, enclosure (1).

(b) All advertising not associated with an event will be submitted through the BPO (i.e. flyers, brochures, banners, etc.).

(c) All advertising, whether on or off base, will include the non-federal entity disclaimer stated in paragraph 4.d.2 above.

(3) In addition to any real estate agreement required for use of government real property a Memorandum of Agreement (MOA) or a Memorandum of Understanding (MOU) may be required for authorized non-federal entity events or activities on MCBQ, even those that involve one-time or occasional use of Government facilities or limited logistical support. The MOA or MOU must be approved by the Commander, MCBQ.



(4) In accordance with reference (e), non-federal entities are required to reimburse MCBQ for services and logistical support provided, including utilities, when they use Government facilities, property or labor unless the Commander, MCBQ determines the cost for such services to be nominal, or there exists a separate regulation, directive or instruction that specifically authorizes non-reimbursable support.

(5) Non-federal entities shall comply with applicable base orders, fire and safety regulations, environmental laws, local, state, federal tax codes, and any other applicable statutes and regulations.

(6) Non-federal entities shall ensure that participation in activities/events they sponsor or conduct aboard MCBQ is limited to only those participants (members, guests, and other attendees) the Commander, MCBQ has individually or collectively authorized and vetted in accordance with reference (1). The non-federal entity is responsible for supervision of participants in activities/events it sponsors or conducts aboard MCBQ.

(7) Event approvals. The Commander, MCBQ is not authorized to issue real estate agreements (e.g., licenses) for non-federal entity events that require use of government real property and buildings. Due to normal timeframes associated with NAVFAC real estate actions, all non-federal entity events requiring use of government real property that are not already subject to a real estate agreement from NAVFAC, should allow a minimum of six (6) to nine (9) months advance planning for NAVFAC processing of the appropriate real estate agreement. Because real estate approvals are not granted locally, event requests should be submitted to MCBQ at least six (6) months (but not more than one year) in advance.

(a) Non-federal entities are not allowed to advertise an event until an event approval letter has been received from MCBQ.

(b) Failure to submit an event request in a timely manner in advance of the event date may result in the denial of the event request.

(c) All non-federal entities will be vetted to make sure all required documents, listed in enclosure (2), are up to date before requests to hold an event will be considered. BPO will reject the event request if not in compliance with this Order.

e. Non-Federal Entity Fundraising Aboard MCBQ

(1) Purpose. The purpose of this section is to inform non-federal entities of permissible fundraising activities that may take place onboard MCBQ to ensure transparency in the process, fairness to all non-federal entities, and manage their expectations. A secondary purpose is to assist BPO in its review of fundraising events conducted by non-federal entities aboard MCBQ.

(2) Definitions

(a) Solicitation. Solicitation is any action requesting money, either by cash, charge, check, or payroll deduction. This includes pledges of a future contribution of money.

(b) Fundraising. Fundraising is the raising of funds by an individual or non-federal entity, other than a political organization. Fundraising includes any event where money is generated by the sale of goods, solicitation of funds, or the charging of an admission fee beyond what is necessary to cover the reasonable (within 10% of actual expenses) costs of the event. Fundraising for political causes or political organizations is prohibited aboard MCBQ. Fundraising aboard MCBQ is limited to raising funds by the organization among its members only, for the benefit of welfare funds of the organization's members or for organizational support. Pursuant to reference (j), organizations may not raise funds for the benefit of, or on behalf of, other organizations, charities or other purposes.

(c) Gambling. Gambling is a game of chance, in which the participant provides something of value in order to receive the chance to win a reward or prize. For example, gambling includes events where tickets are purchased to participate in a random drawing to select a "winning ticket" that may be exchanged for a prize. The name given to a gambling or fundraising event is not dispositive. Gambling is prohibited aboard MCBQ.

(3) Permissible Fundraising Events

(a) Bake Sales. A non-federal entity may sell baked items prepared by its members to its members in order to raise funds for the benefit of those members. The baked items must be individually wrapped and a placard or sign must be displayed at the event which contains the following verbiage: Food sold at

this sale has been prepared in a kitchen that is not subject to regulation and inspection by the regulatory authorities. Members may NOT sell items to non-members without the advance approval of MCBQ.

(b) Prepackaged or Cooked Food Item Sales. In order to sell prepackaged or cooked food items at a fundraising event, all food handlers must complete the necessary training provided by the Naval Health Clinic Quantico, Preventive Medicine Department and/or possess an approved Health Card.

(c) Door Prizes. A non-federal entity may provide a "door prize" when all event participants receive an equal chance to win the prize without charge or as part of the event cost. For example, where all attendees receive a free ticket/token for a random drawing to award a prize, and there is no chance to purchase extra tickets to increase the odds of winning.

(d) Silent or Live Auctions. Members may bid on items for sale by pledging a certain amount of money for the item. At a certain point, bidding is closed and the individual with the highest bid is allowed to purchase the listed item.

(e) Sale of advertisement. Non-federal entities may request permission to sell advertisement spaces in their newsletters and brochures.

(f) Games of Skill. As an alternative to door prizes, non-federal entities may request permission to engage in competitions involving skills (e.g. golf or other sport tournament; carnival-type games).

#### (4) Impermissible Fundraising Events

(a) Raffles. Non-federal entities may not conduct a raffle fundraiser that involves the sale of tickets with winners being randomly drawn. This is one example of gambling.

(b) Political Fundraising. Fundraising for any political purpose is strictly prohibited aboard MCBQ.

(c) Commercial events. Non-federal entities may not conduct events that involve sales by commercial vendors, or charge a fee for commercial vendors to participate as exhibitors at the event.

(5) Required Fundraising Approval. The Commander, MCBQ must approve all fundraising activity to be conducted aboard MCBQ in advance. Even if a type of activity is not specifically

prohibited by law regulation or this Order, the Commander, MCBQ may disapprove certain activities. The foregoing list of permissible and impermissible fundraisers is not exhaustive; final decision is dependent on the facts of the event. Fundraising activity requests will only be considered from approved non-federal entities. Non-federal entities are responsible for the timeliness of their requests. All event requests will contain an enclosure defining fundraising activities expected to be conducted during the event, see enclosure (1). The Commander, MCBQ may, at any time, suspend or revoke a non-federal entity's ability to fundraise aboard MCBQ due to non-compliance with this Order.

f. Advertising. Non-federal entities are generally not allowed to display advertising promoting private commercial interests on MCBQ without NAVFAC/MCBQ approval. Additionally, non-federal entity advertising is not allowed in most government media and non-federal entities are not entitled to any advertising services from MCBQ.

(1) Approved non-federal entities may provide literature to MCCS for use at "welcome aboard" or special events on a space available basis. Any advertisements must include the following disclaimer:

"THIS EVENT IS NOT AN OFFICIAL EVENT OF, AND IS NOT ENDORSED OR SPONSORED BY, THE FEDERAL GOVERNMENT, DEPARTMENT OF DEFENSE, UNITED STATES MARINE CORPS, OR MARINE CORPS BASE QUANTICO."

Additionally, commercial advertisement in non-federal entity publications must contain the following disclaimer:

"THE APPEARANCE OF ADVERTISING IN THIS PUBLICATION DOES NOT CONSTITUTE ENDORSEMENT BY THE FEDERAL GOVERNMENT, DEPARTMENT OF DEFENSE, UNITED STATES MARINE CORPS, OR MARINE CORPS BASE QUANTICO."

Disclaimers must be conspicuous, which is to say in the same font and color as that used throughout the publication, within the first 3 pages, and printed in a manner that causes the disclaimer to be easily seen and read.

(2) Approved non-federal entities seeking to advertise non-commercial interests aboard MCBQ must submit their entire proposed advertising materials to both MCCS and BPO. Once

approved, publication and distribution of advertisements is the responsibility of the approved non-federal entity. MCBQ will not, and is not responsible for, publishing or distributing advertisements for any non-federal entity.

(3) Trademarks. The use of any Marine Corps seal, emblem, logo, words, organizational names and marks suggesting an association with the Marine Corps qualifies as a trademark. This includes the Marine Corps Seal, the initials "USMC", the term "U.S. Marines", etc. The use of Marine Corps trademarks is prohibited without advance approval which may include the appropriate license from the Marine Corps Trademark Licensing Office. For more information, non-federal entities should contact the Marine Corps Trademark Licensing Office. Contact information is available at <http://www.marines.mil/unit/divpa/tmlo/pages/welcome.aspx>.

g. Sustained Non-Federal Entity Presence on MCBQ. Non-federal entities desiring to establish or continue sustained operations or sponsor/conduct recurring activities/events on MCBQ are subject to the following conditions and requirements:

(1) Purpose. Non-federal entities establishing operations on MCBQ must have as their primary objective the support of military service members or their families.

(2) Constitution or Bylaws. Non-federal entities requesting to establish operations on MCBQ must formally create and present to the Commander, MCBQ, via the Director, BPO, a written constitution or bylaws, signed by a duly appointed officer of the organization that describes its objectives. A sample is provided as enclosure (3). Articles of Incorporation, charters, Articles of Agreement, or other authorization documents can form the basis of this document. This documentation must:

(a) Establish the nature, function, and objectives of the organization, to include a description of membership eligibility. It must also state that no person shall be discriminated against because of race, color, creed, sex, age, disability, or national origin, or otherwise subjected to unlawful discrimination.

(b) Detail management/board responsibilities, to include the accountability for assets, satisfaction of liabilities, and disposition of any residual assets on disestablishment/dissolution, and other matters that show responsible financial management.

(c) Acknowledge that personal financial responsibility for debts and liabilities of the organization is possible, and is the responsibility of the membership if the assets of the organization are insufficient to discharge liabilities.

(d) Provide copies of the non-federal entity's proof of incorporation under the laws of the Commonwealth of Virginia, or other state of incorporation or domicile.

(e) Establish procedures for periodic audits by officials of the organization, association, or club under the laws of the Commonwealth of Virginia or other state.

(f) Establish procedures of the election and relief of officers.

(g) Establish frequency of regular meetings.

(h) Establish procedures to amend the constitution or bylaws.

(i) Establish procedures for dissolution of the organization and/or disestablishment (discontinue operations) as an approved non-federal entity aboard MCBQ, and must include a method for reaching a decision to dissolve/disestablish.

(j) Reflect the policies and requirements outlined in this Order.

(k) Provide the non-federal entity's website address, if applicable.

### (3) Membership

(a) Membership discrimination based on race, color, sex, creed, disability, or national origin is prohibited. Establishment of cultural, ethnic, or religious non-federal entities is allowed provided that membership is not restricted on the above basis.

(b) Membership is restricted to individuals and shall not include other organizations or companies.

(c) Non-federal entities establishing operations on MCBQ shall limit non-DoD-related civilian membership to not more

than one-third of the total membership strength so as to maintain the non-federal entity as an entity that is operated for the primary benefit of military service members and their families. To be eligible for membership within a non-federal entity, the person seeking membership must reside within a 60 mile radius of MCBQ.

(d) Priority of membership within a non-federal entity operating aboard MCBQ shall be as follows:

1. Active duty military personnel and family members.
2. Retired military personnel and family members.
3. Other DoD civilians and family members.
4. All others (non-DoD-related civilians).

#### (4) Financial Requirements

(a) Non-federal entities authorized to operate on MCBQ must comply with all applicable state and Federal tax laws and file all appropriate tax returns and financial reports.

(b) Non-federal entities must be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessments of members. References (a), (c), (i), and (j) govern fundraising and membership drives.

(c) Income derived from the activities of a non-federal entity shall not accrue to individual members except through wages and salaries as employees of the non-federal entity or as award recognition for service rendered to the non-federal entity or military community.

(d) Non-federal entities shall not engage in resale activities, or activities that are in direct competition with MCCS operations, except through:

1. Approved museum shop sales of items related to museum activities at the Marine Corps Heritage Center.
2. Occasional sales for fundraising purposes may be approved by Commander, MCBQ as described in this order.

These fundraising activities shall be limited to authorized patrons of these activities, and funds raised must be for the benefit of the non-federal entity and its members or for approved scholarship purposes. A written request to conduct fundraising activities must be submitted to the Commander, MCBQ, via the Director, BPO, not less than 60 days prior to the fundraising event. See paragraph 4.e and enclosure (1).

(e) The Commander, MCBQ may consider granting an exception to the stipulations contained in paragraph 4.g.(4).(d) above if a NAFFI, such as the military exchange, cannot provide the product; or the merchandise is to be sold only to members of the non-federal entity and is directly related to the purpose and function of the non-federal entity.

(f) Non-federal entities authorized to operate on MCBQ must maintain financial accounts and records, a bookkeeping system, or both, in accordance with generally accepted accounting principles and business practices. Non-federal entities must retain all financial records for at least 4 years.

(g) The president or executive board of each non-federal entity authorized to establish operations on MCBQ must appoint, or the membership elect, an audit board to be responsible for conducting a minimum annual audit within 60 days of the non-federal entity's annual meeting in accordance with the procedures outlined in enclosure (4) and the format provided in enclosure (5). The professional services of a public or certified accountant are required if so stated in the non-federal entity's constitution or bylaws.

(h) The Marine Corps Non-Appropriated Fund Audit Service is not responsible for auditing non-federal entities.

(i) The Marine Corps is not responsible for auditing a non-federal entity's funds.

#### (5) Use of MCBQ Facilities

(a) Non-federal entities that plan to allow non-members to observe/participate in their activities as bona fide guests must establish a guest policy. The guest policy shall be written and is subject to approval of the Commander, MCBQ and shall require that:

1. The number of guests allowed per member, per day is limited to three persons or fewer;



2. Guests and their activities/behavior are the responsibility of the non-federal entity and the sponsoring member;

3. Guests must be accompanied by a member of the non-federal entity at all times;

4. Guests must register with the non-federal entity, provide appropriate identification, and sign a Waiver of Liability (enclosure (6)) prior to engaging in any activity with the organization;

5. Guests must comply with all terms and conditions of this Order and any other DoD, USMC, or MCBQ directives or regulations, including reference (1), applicable to visitors on the installation;

6. Guests are not to engage in any commercial activity or solicitation while on MCBQ.

(b) Mere membership in a non-federal entity does not confer the privilege of using all MCBQ facilities. Members may only utilize those MCBQ facilities specified in the non-federal entity's MOU or MOA and the organization's real estate agreement obtained from NAVFAC. A separate agreement is required for use of any other MCBQ facilities or property.

(c) Non-federal entities shall not enter into any type of fee agreement or other arrangement that allows non-members or other organizations to use MCBQ facilities, including ranges, nor can a non-federal entity schedule MCBQ facilities, including ranges, on behalf of these organizations or individuals. Violation of this provision will result in revocation or termination of the non-federal entity's authorization to operate aboard MCBQ, MOA or MOU and, if applicable, license.

(d) All non-federal entities that use or transport firearms aboard MCBQ must comply with reference (h).

(6) Real Estate Agreements. Regardless of the duration of use, all non-federal entity use of Department of Navy (DON) controlled real property, including buildings, requires a real estate agreement with the Federal Government.

(a) A Government license is the appropriate agreement to grant a non-federal entity the privilege to use Class I (land) or Class II (buildings) real property on MCBQ on

a non-exclusive, revocable at will basis. When a non-federal entity is granted exclusive use of Navy/U.S. Marine Corps Class I (land) or Class II (buildings) Real Property a Government lease, in accordance with references (e), (f), and (g), is the appropriate real estate agreement.

(b) NAVFAC will issue real estate agreements in accordance with applicable regulations. Non-federal entities may be charged fair market value for the property being used and are required to pay any administrative costs associated with obtaining their NAVFAC real estate agreement.

(c) Non-federal entities authorized to operate under a NAVFAC real estate agreement issued through NAVFAC shall comply with all terms and conditions of the agreement. In such cases where there is both a NAVFAC real estate agreement and an MOA or MOU, the NAVFAC real estate agreement shall be the governing document and the MOA or MOU shall be subordinate. However, termination of the MOA or MOU by the Commander, MCBQ shall form the basis to warrant a request to terminate the NAVFAC Real Estate agreement.

(7) Requests to Establish Sustained Presence on MCBQ. To seek approval to establish sustained operations or sponsor/conduct recurring activities/events on MCBQ, a non-federal entity must:

(a) Submit a letter to the Commander, MCBQ (Attn: Code B 09), requesting permission to operate as an authorized non-federal entity on MCBQ. Include the website and other information as indicated in enclosure (7). Include a signed copy of the organization's constitution or bylaws.

(b) Non-federal entities shall specify to what extent Government space or facilities are required for the activities or operations of the organization.

(c) Submit a copy of an appropriate insurance policy, when required, with the basic request letter.

(8) Non-Federal Entity Operations. Once approved to establish or continue sustained operations or sponsor/conduct recurring activities/events on MCBQ as an authorized non-federal entity, a non-federal entity must:

(a) Within 30 days after initial or annual meeting to elect officers, submit the following information to the Commander, MCBQ (Attn: Code B 09);

1. Membership roster stating the number of military personnel, including active duty, reserve, retired personnel, and dependents of the foregoing; DoD civilians; non-DoD-related civilians (including the percentage of such members compared to other members. Note: retired DoD civilians are counted as non-DoD civilians).

2. Any proposed affiliation with state or national organizations.

3. The names, addresses, telephone numbers (work and home) of all members, including incumbent officers. Any changes must be submitted within 30 days to the Commander, MCBQ (Attn: Code B 09).

4. The name of the individual who is designated by the members as the sponsor who will be responsible to the Commander, MCBQ for monitoring the activities of the organization and ensuring compliance with all regulations.

5. Designation of the officer, by title, who is accountable for the financial and/or property assets.

6. Certification that each member of the non-federal entity has signed a Waiver of Liability and Assumption of Risk Agreement, enclosure (6), and a statement of the non-federal entity's commitment to ensure that each authorized guest will be required to sign these documents as well.

(b) On a continuing basis:

1. Submit changes to any constitution or bylaws, to the Commander, MCBQ (Attn: Code B 09), for review and approval prior to being implemented.

2. Submit copies of updated insurance policies to the Commander, MCBQ (Attn: Code B 09), when changes are required, and provide 60 days written notice prior to the termination of an existing policy.

3. Submit minutes of meeting held by the officers of the non-federal entity and a summary of activities/events conducted to the Commander, MCBQ (Attn: Code B 09). Submit a year-end letter stating that a financial review

has been conducted and any results from that review, enclosure (5), within 30 days after the organization's annual meeting.

4. Maintain records documenting compliance with enclosure (2) to be used in reviews conducted at Command discretion.

5. Submit a letter, enclosure (1), to the Commander, MCBQ (Attn: Code B 09), requesting permission to use MCBQ facilities, services, equipment, etc. at least 6 months in advance of the date of the specific proposed event. When applicable, the request will be forwarded to NAVFAC for processing of the appropriate real estate agreement.

6. Submit a letter, enclosure (1), requesting approval of all fundraising events to Commander, MCBQ, (Attn: Code B 09), at least 60 days in advance of the date of the event.

7. Provide an updated list of organization officers with addresses and daytime phone numbers within 30 days of change to the Commander, MCBQ (Attn: Code B 09).

8. Notify the Commander, MCBQ (Attn: Code B 09) of any change of responsible officer and coordinate required inventory of all Government property within 30 days of the change.

9. Provide any information requested by the Commander, MCBQ or his designated action officers concerning the non-federal entity's operations.

(9) Recertification. Non-federal entities approved to establish sustained operations or sponsor/conduct recurring activities/events on MCBQ, must request recertification annually, see enclosure (8). The annual recertification date is established as 1 year from the date of the initial MCBQ Commanders Approval Letter if this is the first recertification request, or 1 year from the date of the last recertification letter.

(a) A non-federal entity that fails to obtain approval from the Commander, MCBQ to continue operations on the installation will be directed to terminate its activities in accordance with the terms established in its legal agreements with MCBQ and NAVFAC.

(b) A non-federal entity that does not submit its recertification request at least 60 days in advance to allow the Commander, MCBQ to consider and act on it, prior to the anniversary date of the previous authorization utilizing enclosure (8), will be directed to cease activities aboard the installation until such time as authorization to operate is renewed.

(c) During the recertification process all non-federal entity members must execute a new waiver of liability. The non-federal entity will maintain the waiver of liability forms in accordance with the provisions of this Order.

#### (10) Non-Federal Entity Disestablishment

(a) Discontinuance of a non-federal entity to operate aboard MCBQ must be based on the initiative of the membership, a real estate decision by NAVFAC, or a decision of the Commander, MCBQ.

1. If a non-federal entity decides to disestablish operations aboard MCBQ, contact should be made with BPO, see enclosure (9), at least 180 days in advance to receive guidance on a dissolution/disestablishment procedure plan.

2. The Procedure Plan that is developed will include a Plan Of Actions and Milestones which will identify all actions and timeline necessary to produce a logical and orderly withdrawal of the organization from operating aboard MCBQ.

(b) Sixty (60) days prior to dissolution/disestablishment, and/or disposal of residual assets and liabilities, forward a letter to the Commander, MCBQ (Attn: Code B 09) providing notice of plans for dissolution/disestablishment and the proposed means of disposing of residual assets and liabilities. Personal and financial responsibility for debts and liabilities of the organization is possible. It is the responsibility of the membership if the assets of the organization are insufficient to discharge liabilities.

#### 5. Administration and Logistics

##### a. Commander, MCBQ

(1) Serve as approval authority for requests by non-federal entities to establish operations and/or conduct events on MCBQ, to include the recertification, waiver of any

requirements, or discontinuance of operations of established non-federal entities.

(2) Direct all inquiries and requests from non-federal entities to sponsor or conduct activities/events, or otherwise operate aboard MCBQ to the Director, BPO (Attn: Code B 09) for appropriate action.

(3) Determine, after considering the BPO Director's recommendation and the recommendation of other MCBQ staff sections, other MCCDC organization, and tenant activities affected, whether a non-federal entity's request should be approved, denied, or further processed and evaluated. Approval will be granted or denied based on local conditions and this Order.

(4) Direct the MCBQ, Command Inspector General to conduct unannounced inspections of established non-federal entities to ensure compliance with this Order.

(5) Direct investigations of any issue related to this Order.

(6) Ensure widest dissemination of the contents of this Order.

(7) Supports and reserves the right of MCBQ personnel to monitor or inspect activities and events of non-federal entities aboard MCBQ.

(8) Submit through Director, G-F, all valid non-federal entity requests to use Navy/U.S. Marine Corps real property to the higher approval authorities, consistent with reference (c).

b. Director, BPO (B 09)

(1) Provide Command oversight of non-federal entities operating and/or conducting activities/events aboard MCBQ.

(2) Serve as the primary point of contact for preparation, negotiation and finalization of all MOAs/MOUs between MCBQ and the non-federal entity.

(3) Ensure that terms of the MOA/MOU are consistent with terms of any NAVFAC real estate agreement, if applicable. Prepare and staff for comment, concurrence all MOAs/MOUs with the appropriate Command activities, including the Office of the Staff Judge Advocate (OSJA), and forward to the Commander, MCBQ

for final approval and signature. Provide an approved and signed copy of the MOA/MOU to the duty appointed officer of the non-federal entity, and make copies available to all Command activities concerned.

(4) Coordinate with the Director, G-F to ensure that the appropriate real estate agreement (i.e., license or lease) is obtained and properly executed by the non-federal entity.

(5) Review all non-federal entity bylaws, constitutions, and other documents and recommend to the Commander, MCBQ whether a non-federal entity should be permitted to establish or continue operations aboard the installation.

(6) Conduct a feasibility of support assessment with the staff sections impacted in order to make a recommendation to the Commander, MCBQ for approval or denial of a non-federal entity's request to operate or conduct events aboard MCBQ. Include in the assessment if approval would cause potential conflicts of interest and/or have adverse impacts on MCBQ operations and activities.

(7) If a non-federal entity's request to establish operations or conduct an event will not adversely impact MCBQ operations, the Director, BPO shall:

(a) Forward a copy of enclosures (1) and (7) to the Director, G-F (Attn: Code B 04), AC/S, G-4, OSJA, and Quantico Area Counsel Office (QACO) for requests that involve the use of Government space or facilities.

(b) Forward a copy of enclosures (1) and (7) to the Director, G-3, AC/S G-4, Director, G-6, MCCS, OSJA, and QACO, as appropriate, for request for logistical support.

(8) Provide the Commander, MCBQ with all staff recommendations for approval or denial of requests from non-federal entities to operate or conduct events on MCBQ.

(9) Notify non-federal entities of the Commander, MCBQ final decision regarding an organization's request to operate or conduct events aboard the installation.

(10) Provide the Commander, MCBQ with all staff recommendations to approve/disapprove all fundraising requests from non-federal entities in coordination with OSJA.

(11) Maintain and update the list of authorized non-federal entities.

(12) Conduct periodic reviews of all non-federal entities that have established operations or recurring events on MCBQ to ensure that the membership provisions and purposes continue to apply, thereby justifying continued operation aboard MCBQ. Review will ensure compliance with enclosures (2) and (5).

(13) Notify the Provost Marshal Office of approved events with expected attendance of 200 individuals or more, members of the General Public, or the attendance of elected officials.

c. Director, MCCS (B 37)

(1) Review all MCCS related requests (events, fundraisers, vendors, etc.) and inform the Director, BPO if any non-federal entity activities or events will compete or conflict with MCCS and its activities or events.

(2) Inform the Director, BPO whether it concurs or non-concurs with the establishment of the non-federal entity or a particular activity.

d. Director, G-F (B 04)

(1) Determine availability of Government space for the activities and events requested by non-federal entities.

(2) After Commander, MCBQ approval, initiate requests to NAVFAC, Washington, through Headquarters Marine Corps (HQMC), to acquire the appropriate real estate agreement for any required use of Government land or buildings in accordance with references (e), (f), and (g).

(3) Coordinate evaluation of request with OSJA, QACO, BPO, and the Director, G-3 as appropriate.

(4) Provide a copy of all utility readings, submissions to Defense Finance and Accounting Service, and collections made from Non-federal entities to the Comptroller Division.

e. Director, G-3 (B 03)

(1) Evaluate requests received from BPO regarding non-federal entities' requests to conduct activities or events on MCBQ. Provide comments/concurrences/non-concurrences back to the Director, BPO for appropriate action.



f. OSJA(B 052)

(1) Serve as primary lead to provide legal advice to the Commander, MCBQ for questions concerning the conduct and operations of non-federal entities that have been authorized to operate on MCBQ. Review all recommended decisions involving request for non-federal entities to operate and conduct business and other organizational activities on MCBQ, including requests and denials, for legal sufficiency.

(2) Assist the Director, BPO; Director, G-3 and Director, G-F, in the decision-making process envisioned by this Order, including review of non-federal entity documentation (e.g., Bylaws, constitutions, Articles of Incorporation, proof of incorporation under state law) required pursuant to this Order and negotiation of any MOAs or MOUs required for non-federal entities to operate on MCBQ.

(3) When appropriate, assist the Command Inspector General in performing compliance checks on non-federal entities operating on MCBQ.

g. QACO (B 02)

(1) Assist the Director, BPO; Director, G-3 and Director, G-F, in the decision-making process envisioned by this Order for negotiation of MOAs and MOUs for non-federal entity events and matters involving real estate agreements.

(2) Review all agreements for non-federal entity events and real estate agreements requests for legal sufficiency before they are submitted to the Commander, MCBQ for approval.

(3) Review all recommended decisions, including denials, for non-federal entity events and/or licenses, for legal sufficiency.

(4) Serve as primary lead to advise the Commander, MCBQ regarding requests from all entities, including non-federal entities, to use MCBQ property for co-sponsored, private, or commercial events.

(5) Assist OSJA in the review of all agreements for non-federal entity events and real estate agreements subject to this Order for legal sufficiency.

(6) Coordinate with the Marine Corps Trademark and Licensing Office (HQMC(PA)), OSJA, BPO, and MCCS on matters involving Marine Corps Trademarks.

h. Director, Comptroller Division (B 064)

(1) To collect funds pertaining to utilities and other fund collection activities made by non-federal entities.

(2) Submit necessary documentation to the Defense Finance and Accounting Service.

i. Director, Safety Division (B 51)

(1) Provide annual safety inspections to authorized non-federal entities that have shared or exclusive use of MCBQ facilities.

(2) Allow authorized non-federal entities safety officers to attend Unit Safety Representative and other available training when there is no additional expense to be incurred.

j. Security Battalion (B 27)

(1) Conduct access control screening and vetting in accordance with reference 1.

(2) In accordance with MBO 5530.1 the Security Battalion will review the non-federal entities event attendees and authorize or disapprove their participation.

6. Command and Signal

a. Command. This Order is applicable to MCBQ.

b. Signal. This Order is effective the date signed.

//S//

DAVID W. MAXWELL

DISTRIBUTION: A

**SAMPLE LETTER  
NON-FEDERAL ENTITY REQUEST TO USE MCBQ  
FACILITIES FOR AN EVENT**

**Address**

Date

From: (President, or individual desiring to conduct event)  
To: Commander, Marine Corps Base, Quantico (MCBQ) (B 09), 3250 Catlin  
Avenue, Quantico, VA 22134-5001  
  
Subj: REQUEST BY NON-FEDERAL ENTITY TO CONDUCT AN EVENT  
  
Ref: (a) Marine Corps Base Order (MCBO) 5760.X  
  
Encl: (1) List of approved MCCS vendors expected to support this event (if  
applicable)  
(2) Fundraising Information (if applicable)

1. Per the reference, (name of non-federal entity) requests authorization to conduct an event aboard MCBQ.
2. Brief purpose and mission statement of organization and indication of profit/non-profit status.
3. The purpose and name of the event and the activities associated with the event are as follows:
4. The estimated number of non-federal entity members and non-members expected to participate in the event are:
5. The facilities and/or services requested: (Describe all services required for event and all space requirements for use of Government land or buildings. Request should be submitted at least 6 months in advance of event.)
6. The specific uses of the facilities and the dates and times of the event(s) are:
7. The following elected officials of the organization that may be contacted, are: (Names, addresses, email addresses and daytime telephone numbers (include a primary point of contact)).
8. The list of all MCCS approved vendors that are anticipated to participate in the event is included as enclosure (1). (For MCCS approved vendors, contact MCCS Office at 703-784-3005).
9. I understand that if this request is approved, adequate liability insurance must be secured unless specifically waived by the Commander, MCBQ.
10. I understand that the non-federal entity will be required to obtain an appropriate real estate agreement if government properties, including buildings, are required for the event.
11. I understand that there may be costs and fees associated with this request.

ENCLOSURE (1)

12. I understand that all non-federal entity documentation must be up to date with MCBQ before this request will be approved.

13. I understand that gambling of any kind is not permitted aboard MCBQ.

14. I understand that all advertisements must carry the disclaimer stated in paragraph 6(b) of MCBO 5760.X and that no advertising may be conducted until receipt of approval letter to conduct this event.

15. I understand that the decision to permit the organization to conduct an event on Federal property rests solely with the Commander, MCBQ and the NAVFAC.

---

Signature (authorized representative)

ENCLOSURE (1)

<b><u>NON-FEDERAL ENTITY CHECKLIST FOR REQUIRED DOCUMENTATION</u></b>	
<b>ORGANIZATION:</b>	
<b>REVIEWER:</b>	
<b>DATE</b>	
	CURRENT CONSTITUTION/BY LAWS (IN ACCORDANCE WITH MCBO 5760.X)
	LIST OF OFFICERS (NAME, ADDRESS, WORK PHONE, HOME PHONE AND EMAIL ADDRESS)
	AUDIT REPORT (SIGNED BY AUDIT BOARD)
	MEMBERSHIP ANALYSIS - TO INCLUDE EACH MEMBERS' NAME, BRANCH OF SERVICE AND SERVICE STATUS (I.E., ACTIVE DUTY, RETIRED, CIVILIAN)
	HOLD HARMLESS AGREEMENT (Youth organizations only)
	MEETING MINUTES/NEWSLETTER - (MONTHLY)
	SPONSOR DESIGNATED IN WRITING
	PERSON RESPONSIBLE FOR ASSETS DESIGNATED IN WRITING
	PROOF OF INSURANCE
	REQUEST FOR RECERTIFICATION AND APPROVAL
	MEMORANDUM OF AGREEMENT/MEMORANDUM OF UNDERSTANDING AND APPROPRIATE REAL ESTATE AGREEMENT
	WAIVER OF LIABILITY SIGNED BY EACH MEMBER OF THE ORGANIZATION; SIGNED AGREEMENT TO INDEMNIFY
	INVENTORY OF GOVERNMENT ASSETS
	MCBQ COMMANDER'S APPROVAL
	WEBSITE ADDRESS (IF ORGANIZATION HAS ONE)

**M = MISSING****R = REVIEW NECESSARY****N/A = NOT APPLICABLE****\* = DOCUMENT RECEIVED**

**SAMPLE CONSTITUTION OR BYLAWS**

BYLAWS OF THE \_\_\_\_\_  
OF \_\_\_\_\_

ARTICLE I. Organization Name

The name of this organization shall be \_\_\_\_\_.

ARTICLE II. Organization Objective

The objective of this organization shall be to \_\_\_\_\_;  
to \_\_\_\_\_; and to \_\_\_\_\_; etc.

ARTICLE III. Members

Section 1. The membership of this organization shall be limited  
to \_\_\_\_\_/be open to \_\_\_\_\_.

Section 2. Any \_\_\_\_\_ shall be eligible for  
membership. (Civilian membership may not be extended beyond the  
general vicinity of Quantico, VA.)

Section 3. The initiation fee shall be \_\_\_\_\_ dollars,  
and/or the annual dues shall be \_\_\_\_\_ dollars, payable  
in advance on or before \_\_\_\_\_ of each year. The  
Treasurer shall notify members \_\_\_\_\_ months in  
arrears, and those whose dues are not paid within  
\_\_\_\_\_ thereafter shall be automatically dropped from  
membership in the organization.

Section 4. Any member desiring to resign shall submit their  
resignation in writing to the corresponding secretary, who shall  
present it to the Executive Board for action. No member's  
resignation shall be accepted until the member's dues are paid.

ARTICLE IV. Organization Officers

Section 1. The officers of the organization shall be a  
President, a First Vice-President, a Secretary, a Treasurer, and  
Directors (minimum). These officers shall perform the duties  
prescribed by these bylaws and by the parliamentary authority  
adopted by the organization.

Section 2. At the regular meeting held on the \_\_\_\_\_ (day)  
in \_\_\_\_\_ (month) , a Nominating

ENCLOSURE (3)

Committee of \_\_\_\_\_ members shall be elected by the organization. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in \_\_\_\_\_.

The Nominating Committee shall report at the regular meeting in \_\_\_\_\_. Before the election at the annual meeting in \_\_\_\_\_, additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by the membership to serve for 1 year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

#### ARTICLE V. Meetings

Section 1. The regular meetings shall be held on the \_\_\_\_\_ (day) of each month/quarter unless otherwise ordered by the organization or by the Executive Board.

Section 2. The regular meeting on the (day) in \_\_\_\_\_ (month) shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings can be called by the President or by the Executive Board and shall be called upon by the written request of 10 members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of an emergency, at least 3 days' notice shall be given.

Section 4. \_\_\_\_\_ membership of the organization shall constitute a quorum.

#### ARTICLE VI. The Executive Board

Section 1. The officers of the organization, including the Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of affairs between its business meetings, fix the hour and place

of meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the organization.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held on the \_\_\_\_ (day) of \_\_\_\_ (month) \_\_\_\_ . Special meetings of the Board can be called by the President and shall be called by the President and shall be called upon by the written request of three members of the Board.

#### ARTICLE VII. Committees

Section 1. A \_\_\_\_\_ Committee composed of the (officer) and \_\_\_\_\_ other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a \_\_\_\_\_ for the fiscal year beginning the first day of \_\_\_\_\_ , and to submit it to the organization at its regular meeting in \_\_\_\_\_. The \_\_\_\_\_ Committee can from time to time submit a supplement to the \_\_\_\_\_ for the current fiscal year.

Section 2. Such other committees, standing or special, shall be appointed by the President or the Executive Board shall from time to time deem necessary to carry on the work of the organization. The President shall be ex officio as a member of all committees except the Nominating Committee.

#### ARTICLE VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any special rules of order the organization may adopt.

#### ARTICLE IX. Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Society by a two-thirds vote of the total membership, provided that the amendment has been submitted in writing at the previous regular meeting.



**MINIMUM AUDIT PROCEDURES REQUIRED OF AUDIT BOARDS FOR NON-  
FEDERAL ENTITIES**

1. An examination of the accounts and records will be conducted by, each audit board. As a minimum requirement, each audit board will:
  - a. Count cash on hand.
  - b. Reconcile the latest bank statement to the cash account and request a current statement from the bank if necessary.
  - c. Audit Checkbook. Examine cancelled check for payees' endorsements and dates; compare with check stubs; trace checks to expense record; and age outstanding checks.
  - d. Audit Cash Income Record. Examine receipts or documentation of cash received and add increases and decreases.
  - e. Audit Expense Record. Add and classify various expense items; trace business papers (vendors' bills, invoices, register receipts, etc.); and verify support for entries to the expense records.
  - f. Using the data developed in the above procedures, reconcile cash receipts and disbursements.
  - g. Conduct a physical inventory, if applicable, and compare its aggregate value with the amount of inventory or property on charge per records.
  - h. Age accounts payable and accounts receivable, if applicable.
  - i. Examine evidence of insurance for current status and amounts and kinds of coverage for adequacy.
  - j. Determine tax status, and if applicable, check for compliance with state and Federal laws.
  - k. Verify the accuracy of financial statements from the general books presented for audit, or prepare a financial report.
2. Submit a report of audit to the president and furnish a copy to the treasurer. Unless conditions or circumstances warrant the submission of a separate detailed report, this may be accomplished by signing the typed notation "ACCOUNTS AUDITED AND FOUND TO BE CORRECT" on the balance sheet of the financial report. A copy of the audit report, regardless of form, will be furnished to the Director, BPO (B 09).

**SAMPLE REPORT OF AUDIT FORMAT**

(date)

From: \_\_\_\_\_

(Senior Member of the Audit Board)

To: President, \_\_\_\_\_ (NAME OF FUND)

Subj: AUDIT OF THE \_\_\_\_\_ (NAME OF FUND)

Ref: (a) Appointment/Election as noted in the minutes of the meeting of  
\_\_\_\_\_ (DATE)

Encl: (1) Copy of financial report dated \_\_\_\_\_

1. In accordance with the reference, an audit has been conducted of the accounts and records of the subject fund by this Audit Board for the period \_\_\_\_\_ (date) to and including \_\_\_\_\_ (date) .

2. (This paragraph should state briefly what was done.) Example:

The audit was conducted in accordance with the procedures outlined in enclosure (2) to the reference, and included those tests of general books that we considered necessary in the circumstances. Our examination indicated that the accounting system and related financial operations were accurate, reliable, and in accordance with the constitution or bylaws of the subject fund. We audited the enclosure and find that it accurately portrays the financial condition and the results of operation for the dates indicated.

3. (This paragraph should state the details which necessitate this separate report.) Example:

The exceptions to paragraph 2 above are stated in the following discrepancies:

a. The fund's constitution and bylaws require that the President countersign all checks. The stipulation was not complied with in that the Treasurer was the only person signing the checks issued during the audit period.

b. (Subsequent subparagraphs may be used as required.)

4. (This paragraph may be used to comment on pertinent information not included elsewhere in the report.)

\_\_\_\_\_  
Senior Member

Copy to  
Treasurer  
Director, BPO

ENCLOSURE (5)

**SAMPLE WAIVER OF LIABILITY**  
**for**  
**PARTICIPATION IN NON-FEDERAL ENTITY ACTIVITIES**  
**aboard**  
**MARINE CORPS BASE, QUANTICO**  
**VIRGINIA**

I am about to observe or participate in activities to be conducted under the direction of the [Name of non-federal entity], hereinafter the "*Organization*", on Marine Corps Base, Quantico (MCBQ) during the following dates and times: [Use the dates and times indicated in the non-federal entity's Memorandum of Agreement, Memorandum of Understanding, or real estate agreement (e.g., license)]. I understand that the organization is a non-federal entity and is not a Federal Government entity. I understand that the organization is operating and conducting events on MCBQ by permission of the Federal Government subject to certain terms and conditions. I understand that my observation and/or participation in the activities of organization will involve access to MCBQ, an active military base which consists of Marine Corps Base ranges and training areas.

I understand the following three cautions with regard to MCBQ:

1. All ranges and training areas, including recreational fields, are designed for and used by the Marine Corps for training its personnel in the deadly art of individual and unit combat.
2. Ranges and training areas have been subject to countless training exercises that may well have involved the use of ammunition and placement of manmade or natural obstacles which, if triggered or encountered by or during physical presence on the ranges/training areas, could result in serious bodily injury or death to me.
3. Range and training area conditions are often aggravated by the weather such that extreme heat, humidity, cold, wind, or wet will increase the likelihood of physical danger and exposure to serious bodily injury, sickness, accident, or death.

I understand that certain activities may cause injuries associated with physical fitness training like muscle sprains or strains, tendon pulls, dislocation of joints, broken bones, and injuries associated with physical contact with other participants, and injuries from playing conditions, to include field conditions and the inherent dangers associated with environmental conditions.

I further understand that the organization will provide the following events or activities and I voluntarily assume the specific risks associated with observing or participating in these events or activities:

[Include the following language if activities are water-related:

Water-related activities:

I understand that water-related activities involve accepting inherent risks including, but not limited to, electrocution, the possibility of drowning or near drowning, the unpredictability of weather and water conditions, the risk of injury resulting from being in and around a watercraft and/or a swimming pool, and injuries resulting from tripping, slipping or falling over

**ENCLOSURE (6)**

obstacles (both seen and unseen) in and around the water. In addition, I understand that the injuries sustained from engaging in water-related activities could be serious or result in death. I acknowledge that water-related activities are high-risk and that engaging in these activities is inherently dangerous and could result in property damage as well as serious bodily injury or death to me or others.

In spite of my full knowledge of the risks involved in observing and/or participating in the organization's activities and, in consideration of the privilege to participate in the organization's activities to be held aboard MCBQ, I do hereby freely and voluntarily, and intending to be legally bound, accept all risks associated with these activities and waive any and all rights to any claims or demands or any other actions whatsoever, including those attributable to negligence for damages due to accident, injury, or my death resulting from observation and/or participation in any of the organization's activities, for me, my spouse, my parents or guardians, my heirs, executors, administrators, or legal representatives of my estate, or anyone else on my behalf, which I may have against any of the following: the United States of America, the Department of Defense, the Department of the Navy, the United States Marine Corps, Marine Corps Combat Development Command, Marine Corps Base Quantico, or any and all individuals assigned to or employed by the United States, to include, but not limited to, the Secretary of the Navy, the Commandant of the Marine Corps, the Commanding General of the Marine Corps Combat Development Command, or the Commander of Marine Corps Base, Quantico, in both their official and personal capacities, or any medical personnel or their representatives, successors, or assigns designated thereto.

I understand that the above language means I have abandoned any rights I may have or any rights anyone associated with me may have, through legal or friendship or family ties, to sue the Federal Government for any injury that I may sustain because of participation and/or observation in any of the organization's activities that result in any damage whatsoever to me, my property, or in my death. By signing this document, I acknowledge that the Federal Government, or any agency or employee thereof, is not liable for any injury I may sustain, to include death, as a result of participation in observation or attendance of the organization's activities. By signing this document, I effectively and completely assume all risk associated with the organization's activities.

Lastly, I understand that should I decline to execute this Waiver of Liability, I will not be permitted to attend, observe or participate in the organization's activities or event(s) to be held aboard MCBQ.

**PLEASE READ CAREFULLY BEFORE SIGNING**

**BY VIRTUE OF MY SIGNATURE, I ACKNOWLEDGE AND AGREE TO ALL TERMS AND CONDITIONS SET FORTH ON THIS DOCUMENT AND FURTHER ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS DOCUMENT IN WHOLE AND UNDERSTAND WHAT I AM SIGNING.**

\_\_\_\_\_  
Printed Name of Participant/Observer

\_\_\_\_\_  
Signature of Participant/Observer

\_\_\_\_\_  
(DATE)

ENCLOSURE (6)

**SAMPLE WAIVER OF LIABILITY  
for  
PARTICIPANTS UNDER THE AGE OF  
18  
IN ACTIVITIES AND OTHER  
EVENTS  
aboard  
MARINE CORPS BASE, QUANTICO, VIRGINIA**

We hereby request that our child, [Name of child], be permitted to take part in the [Name of non-federal entity], hereinafter the "*Organization*", events and activities to be held aboard Marine Corps Base, Quantico (MCBQ), Virginia, during the dates of [Insert days, month, year or, if applicable, use dates and times indicated in the non-federal entity's Memorandum of Agreement, Memorandum of Understanding, or license] under the direction of the organization. I understand that the organization is a non-federal entity and is not a Federal Government entity. I understand that the organization is operating and conducting events on MCBQ by permission of the Federal Government subject to certain terms and conditions. I understand that my child's observation and/or participation in the activities of organization will involve access to MCBQ, an active military base which consists of Marine Corps Base ranges and training areas.

I understand the following three cautions with regard to MCBQ:

1. All ranges and training areas, including recreational fields, are designed for and used by the Marine Corps for training its personnel in the deadly art of individual and unit combat.
2. Ranges and training areas have been subject to countless training exercises that may well have involved the use of ammunition and placement of manmade or natural obstacles which, if triggered or encountered by or during physical presence on the ranges/training areas, could result in serious bodily injury or death to my child.
3. Range and training area conditions are often aggravated by the weather such that extreme heat, humidity, cold, wind, or wet will increase the likelihood of physical danger and exposure to serious bodily injury, sickness, accident, or death.

I understand that certain activities, including physical fitness or sport activities, may cause injuries associated with physical fitness training like muscle sprains or strains, tendon pulls, dislocation of joints, broken bones, and injuries associated with physical contact with other participants, and injuries from playing conditions, to include field conditions and the inherent dangers associated with environmental conditions.

I further understand that the organization will provide the following events or activities and I voluntarily assume for me, and on behalf of my child, the specific risks associated with observing or participating in these types of events or activities: (Provide a description of the organization's activities that the child will participate in, include the following language if activities are water-related)

ENCLOSURE (6)

Water-related activities:

I understand that water-related activities involve accepting inherent risks including, but not limited to, electrocution, the possibility of drowning or near drowning, the unpredictability of weather and water conditions, the risk of injury resulting from being in and around a watercraft and/or a swimming pool, and injuries resulting from tripping, slipping or falling over obstacles (both seen and unseen) in and around the water. In addition, I understand that the injuries sustained from engaging in water-related activities could be serious or result in death. I acknowledge that water-related activities are high-risk and that engaging in these activities is inherently dangerous and could result in property damage as well as serious bodily injury or death to me or others.

In spite of my full knowledge of the risks involved in allowing my child to observe and/or participate in the organization's activities and, in consideration of the privilege for my child to participate in the organization's activities to be held aboard MCBQ, I do hereby freely and voluntarily, and intending to be legally bound, accept all risks associated with these activities and waive any and all rights to any claims or demands or any other actions whatsoever, including those attributable to negligence for damages due to accident, injury, or death resulting from observation and/or participation of my child in any of the organization's activities, for me, my child, my spouse, my heirs, executors, administrators, or legal representatives of me or my child's estate, or anyone else on mine or my child's behalf, which I or my child may have against any of the following: the United States of America, the Department of Defense, the Department of the Navy, the United States Marine Corps, Marine Corps Combat Development Command, Marine Corps Base, Quantico, or any and all individuals assigned to or employed by the United States, to include, but not limited to, the Secretary of the Navy, the Commandant of the Marine Corps, the Commanding General of the Marine Corps Combat Development Command, or the Commander of Marine Corps Base, Quantico, in both their official and personal capacities, or any medical personnel or their representatives, successors, or assigns designated thereto.

I understand that the above language means I have abandoned any rights I may have or any rights anyone associated with me may have, through legal or friendship or family ties, to sue the Federal Government for any injury that my child may sustain because of participation and/or observation in any of the organization's activities that result in any damage whatsoever to my child, my child's property, or in my child's death. By signing this document, I acknowledge that the Federal Government, or any agency or employee thereof, is not liable for any injury I or my child may sustain, to include death, as a result of participation in, observation or attendance of the organization's activities. By signing this document, I effectively and completely assume all risk associated with the organization's activities.

Lastly, I understand that should I decline to execute this Waiver of Liability, I or my child will not be permitted to attend, observe or participate in the organization's activities or event(s) to be held aboard MCBQ.

ENCLOSURE (6)

PLEASE READ CAREFULLY BEFORE SIGNING

BY VIRTUE OF MY SIGNATURE, I ACKNOWLEDGE AND AGREE TO ALL TERMS AND CONDITIONS SET FORTH ON THIS DOCUMENT AND FURTHER ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS DOCUMENT IN WHOLE AND UNDERSTAND WHAT I AM SIGNING.

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Signature of parent/guardian

Date

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Printed Name of Mother/Father/Legal Guardian (please circle one)

On behalf of

---

Printed Name of Child

Date

Health Insurance Coverage (initial the appropriate line): We do not have health insurance coverage \_\_\_\_\_  
We do have health insurance coverage \_\_\_\_\_

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Name of Insurance Provider

Policy #

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Unit Senior Representative Signature

Date

ENCLOSURE (6)

**AGREEMENT TO  
INDEMNIFY  
for  
NON-FEDERAL ENTITY'S ORGANIZATION'S EVENTS  
AND ACTIVITIES  
aboard  
MARINE CORPS BASE, QUANTICO,  
VIRGINIA**

The signature at the bottom of this Agreement to Indemnify is a certification by the [Name of non-federal entity], hereinafter the "Organization", that every member, guest or participant covered by this agreement that is observing or participating in the activities of the organization has had his/her Waiver of Liability signed and, if a participant is under the age of eighteen (18), signed by his/her appropriate parent or legal guardian; and, that the organization representative has in his or her possession all individual participants' Waivers of Liability, available for inspection on demand. The organization understands that there are inherent risks involved in participation in activities aboard Marine Corps Base, Quantico (MCBQ), Virginia, and that injury or death could arise from, but is not limited to, physical contact with other participants, physical exertion or from playing conditions, to include field conditions. The organization understands that by signing this agreement, it expressly assumes any and all risks involved in the organization's activities held aboard MCBQ including, but not limited to, injury or death caused to participants, guests, volunteers, or spectators, and any damage to property.

In consideration for the use of MCBQ facilities, including various open fields aboard MCBQ, for the conduct of the organization's activities during the period [Insert days, month and year or, when applicable, the dates and times indicated in the non-federal entity's Memorandum of Agreement or real estate agreement (e.g., license)], the organization agrees to indemnify the United States Government, the United States Navy, the United States Marine Corps, its officers, military personnel, employees and agents, and all agencies and instrumentalities thereof, against any and all claims whether for damage, loss, injury, or death, brought by any person, group, or organization, as a result of or in connection with the conduct of the organization's activities.

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SIGNATURE (organization's authorized representative)

Date

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PRINTED NAME

Phone Number

ENCLOSURE (6)



**SAMPLE LETTER**  
**REQUEST TO OPERATE AS A NON-FEDERAL ENTITY ABOARD MCBQ**  
**Address**

Date

From: (Non-federal entity)  
To: Commander, Marine Corps Base, Quantico (MCBQ) (B 09), 3250  
Catlin Avenue, Quantico, VA 22134-5001

Subj: REQUEST TO OPERATE AS A NON-FEDERAL ENTITY ABOARD MCBQ

Ref: (a) MCBO 5760.X

Encl: (1) Proposed Constitution or Bylaws  
(2) Proposed Articles of Agreement

1. In accordance with the reference, (name of organization) requests authority to operate as a non-federal entity aboard MCBQ.
2. The purpose of the activity is as follows: (Describe briefly).
3. The number of members of the organization: (Identify all non-DoD-related civilians by number and percentage of total membership.
4. I understand that unless and until appropriate authorization is obtained from the NAVFAC that no real property on MCBQ may be occupied by our organization. The following facilities and services are requested. (Describe all requirements for use of Government land or buildings.)
5. The following elected officials of the organization may be contacted: (Names, addresses, email addresses and daytime telephone numbers)
6. The URL for the organization's website, if applicable.
7. Enclosures (1) and (2) are forwarded for review and approval.
8. I understand that if this request is approved adequate insurance will need to be secured by the organization, unless specifically waived by the Commander, MCBQ.
9. I understand that, in addition to permission to operate, my organization will be required to obtain a license from NAVFAC prior to use of Government property.
10. I understand that there may be costs and fees associated with establishing operations on MCBQ including reimbursement for utilities.
11. I understand and agree that the Commander, MCBQ, may revoke permission to establish and/or conduct operations at any time and that

ENCLOSURE (7)

Subj:REQUEST TO OPERATE AS A NON-FEDERAL ENTITY ABOARD MCBQ

NAVFAC may also terminate permission for my organization to use Federal property, subject to the terms of its real estate agreement.

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Signature (Authorized representative)

ENCLOSURE (7)

**SAMPLE RECERTIFICATION LETTER**

Date

Address

From: (Name of Non-federal entity)  
To: Commander, Marine Corps Base, Quantico (MCBQ) (B 09),  
3250 Catlin Avenue, Quantico, VA 22134-5001

Subj: REQUEST FOR RECERTIFICATION OF (Name of Non Federal Entity)

Ref: (a) MCBO 5760.X

Encl: (1) Listing of Officers and Contact Information  
(2) Listing of Government Assets and POC

1. In accordance with the provisions contained in the reference, I certify that [Name of non-federal entity] is active, in compliance with current regulations, and there are no changes to the organization's Constitution and Bylaws that have not previously been reported.

2. I understand that there may be costs associated with continued operations of [Name of non-federal entity] on MCBQ, including reimbursement for utilities and other services provided.

3. I understand that the Commander, MCBQ, may revoke permission/certification for [Name of non-federal entity] to operate on MCBQ at any time.

4. This organization does not have any Government assets. (If the non-federal entity does possess Government assets, provide a listing as an attachment and identify the person responsible for those assets.)

5. All members of this organization have signed waivers of liability and the organization has retained them in the event that you, or a representative of your choice, would like to review them.

6. Accordingly, it is requested that this organization be

ENCLOSURE (8)

recertified to continue operations on MCBQ, subject to execution of the appropriate agreements.

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Signature (Authorized  
Representative)

**SAMPLE DISSOLUTION/DISESTABLISHMENT LETTER**

Non-federal entity Name  
1800 Stone Ridge Street  
Los Angeles, CA 90001

June 1, 2012

Commander (B09)  
Marine Corps Base  
3250 Catlin Avenue  
Quantico, VA 22134

Dear Base Commander Name,

In compliance with the requirements identified in your base order MCBQ 5760.X, this letter is your notification that Non-Federal Entity Name intends to discontinue all operations aboard MCBQ on January 1, 2013.

The decision to disestablish operations is based on the initiative of the membership/your decision to have the organization discontinue operations/other reasons (including notification from NAVFAC that your real estate agreement has expired or been terminated. If the organization is to continue operations in an off base location, so state and provide the new address/phone/etc.

I understand that this organization owes you a disestablishment/dissolution procedure plan and will work with your Business Performance Office to ensure a workable plan is developed and implemented.

The point of contact for this organization during this transition will be name, phone, email address.

Sincerely,

Matt Smith  
President, Non-federal entity Name